



<https://jobtalent.jobcitylive.com/job/airtel-careers-2023-jobs-alerts-office-staff-posts/>

Airtel Recruitment 2023 – Jobs Alerts – Office Staff Posts

Job Location

India
Remote work from: India

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Base Salary

Rs. 15,000 - Rs. 20,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Airtel Recruitment 2023

Airtel is seeking a detail-oriented and organized Office Staff to join our team. The Office Staff will be responsible for performing a variety of administrative and support tasks to ensure the smooth operation of the office. The ideal candidate should have strong communication and organizational skills and be able to work in a fast-paced environment.

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Jobs Near Me

Responsibilities:-

1. Perform general administrative tasks such as answering phones, responding to emails, and scheduling appointments.
2. Maintain and organize files, records, and documents.
3. Provide support to various departments within the organization, including HR, Finance, and Operations.

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Hiring organization

Airtel

Date posted

May 10, 2023

Valid through

31.12.2023

APPLY NOW

Airtel Careers

Skills:-

1. Strong communication and interpersonal skills.
2. Excellent organizational and time management skills.
3. Proficiency in Microsoft Office (Word, Excel, Outlook) and other office software.

Important Links

Find the Link in [Apply Now](#) Button

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